



Kansas Real Estate Commission

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Public access is available by appointment only

LICENSE CHANGE FORM | REL-300

[as authorized by KSA 58-3047(b) and (c)]
THIS FORM IS FILLABLE ONLINE

Licensee Name

License Number

I WANT TO MOVE MY LICENSE FROM ONE COMPANY TO ANOTHER (Deactivate and Reinstatement) *(No fee applies)*.

I have notified my current supervising broker of my intent to terminate my affiliation and have discussed any pending transactions and agreements.

I WANT TO REACTIVATE MY LICENSE (Change to Active Status) *(No fee applies)*. The continuing education requirement has been met for the immediate past license renewal. If inactive two or more years, six hours for each full year of inactive status are on record. If inactive five or more years, I've also re-passed the licensure exam.

I WANT TO DEACTIVATE MY LICENSE (Change to Inactive Status) *(No fee applies)*. I understand I must continue to renew my license in order to avoid its expiration and reactive the license within two years to avoid additional education and exam requirements.

I WANT TO ADD OR REMOVE AN AFFILIATION WHILE MAINTAINING AN EXISTING AFFILIATION *(No fee applies)*

TERMINATING COMPANY INFORMATION	
Company Name	Company Number
NEW COMPANY INFORMATION	
Company Name	Company Number
Address	Broker License Number

LICENSEE SIGNATURE	
SIGNATURE	DATE

NOTE: If the licensee holds a **Restricted** license and if the terms require it, the proposed new broker must include a letter or email to the Commission stating they have read the restriction Order and are willing to supervise the licensee on a Restricted basis. If approved, an Order modifying the Restriction must be issued before the reinstatement or reactivation is processed.

NEW SUPERVISING/BRANCH BROKER CERTIFICATION	
<i>I hereby accept the responsibility of supervising the above-named licensee (or office, if you are the broker).</i>	
SIGNATURE	DATE

CONTINUED SUPERVISING/BRANCH BROKER CERTIFICATION (Maintaining Existing Affiliation)	
<i>I hereby acknowledge and agree to the additional company affiliation for the above-named licensee.</i>	
SIGNATURE	DATE